

## The Youth Roster

To view, add, or edit youth information, start by clicking the **Youth Roster Tab**. This tab houses information about all youth in your program. Here you will enter information, such as youth demographics, contact information, and enrollment/discharge dates.

The youth roster is intended to house data for *all* youth in your Wraparound program. Evaluation cycles for the WFI-EZ and TOM 2.0 will pull a random sample of youth based on the youth in the youth roster.

Collaborator Administrator - Collaborator 2 - wrapeval@uw.edu

Dashboard Youth Roster Evaluation Cycles Data Management Reports Resource Center Manage

Click here to take the yearly group member survey!

### Youth Roster

View, sort, download, add, and edit the youth roster.

Selected Sites (1) Active

Basic Information: All Youth, Discharged, Active

Demographic Information: Never Began Services

Enrollment

Discharge

Contact Information

108 of 108

YapiD	Site	Site ID	First Name	Last Name	Care Coordinator	Language	Agency	Status
115	Site 2	14	Dana	SMITH	care coord 6	English	Agency 2	active
13	Site 2	14	Reed	GRAY	care coord 6	Spanish	Agency 2	active
153	Site 2	14	Blaine	MOORE	care coord 5	English	Agency 2	Active
167	Site 2	14	Bailey	KING	care coord 5	English	Agency 2	active
168	Site 2	14	Ryan	STEWART	Amy Monroe	Spanish	Agency 2	Active
17	Site 2	14	Sam	GONZALEZ	Amy Monroe	Spanish	Agency 2	Active
177	Site 2	14	Winter	SMITH	care coordinator72	English	Agency 2	Active

Download Youth Roster Bulk Upload Add Youth

NOTICE: Some youth are missing a care coordinator. Show (92)

NOTICE: Some youth have been actively enrolled for over a year. Show (76)

## Adding a New Youth Record in WrapStat

Here are step-by-step instructions for adding a new Youth Record.

1. First, double check your **Youth Roster** to confirm that the youth hasn't already been entered.
2. After you've confirmed the youth hasn't already been entered, click the blue **Add Youth** button.

Youth Roster

View, sort, download, add, and edit the youth roster.

Selected Sites (8) Active

Download Youth Roster Bulk Upload **Add Youth**

3. A window will open for data entry of the youth's information into five different sections.

4. The red asterisks [\*] indicate **required** data for a new record.

5. The following youth information should be entered in the **Basic Information** tab:

- Youth First Name
- Youth Last Name
- WrapID: **this is a required field.**

Use the same format previously used in WrapTrack.

**\*\*Note:** the WrapID should ideally be a combination of letters and numbers. One of its purposes is to de-identify the Youth Record and data.

Programs **should not** use a combination of the youth's first and last name as the WrapID.\*\*

- Preferred Language: **this is a required field.** This field determines whether the Youth and Caregiver receive the Spanish or English version of the WFI-EZ.
- Select Site: **this is a required field.**
- Care Coordinator: **this is a required field.** Select the youth's Care Coordinator from the drop-down list.
- Click the green **Next** button at the bottom right to move to the next section.

Basic Information

Basic Information | Demographic Information | Enrollment | Discharge | Contact Information

Youth First Name - *Optional*

Youth Last Name - *Optional*

Wrap ID \*

Preferred Language \*

Select Site \*  
 Showing 8 of 8 rows

Site	Agency	Organization	Collaborator
DEMO - PacificSource (Centro Latino)	DEMO - Centro Latino	DEMO - State of Oregon	
DEMO - Trillium (Centro Latino)	DEMO - Centro Latino	DEMO - State of Oregon	
DEMO - PacificSource (Direction Service)	DEMO - Direction Service	DEMO - State of Oregon	
DEMO - Trillium (Direction Service)	DEMO - Direction Service	DEMO - State of Oregon	
DEMO SITE 1 - Pacific Source Marion Polk	DEMO - Marion County	DEMO - State of Oregon	
DEMO - Health Share (Multnomah)	DEMO - Multnomah	DEMO - State of Oregon	
DEMO - Health Share (Washington)	DEMO - Washington	DEMO - State of Oregon	
DEMO Site 1 - Washington	DEMO - Washington	DEMO - State of Oregon	

Care Coordinator \*

Next

6. The following youth information should be entered in the **Demographic Information** tab:

- Gender Identity
- Does the youth identify as transgender?
- Sexual Orientation
- Race
- Ethnicity
- Date of Birth
- Zip Code
- Legal Custodian (at enrollment)
- Click the green **Next** button at the bottom right to move to the next section.

Demographic Information

Basic Information | Demographic Information | Enrollment | Discharge | Contact Information

**Test Test**  
Wrap ID: 1234TEST  
Site: DEMO - Trillium (Direction Service)

**Gender Identity** - Optional  
-- Select gender --

**Date of Birth** - Optional  
Pick date

**Do you identify as transgender?** - Optional  
-- Select one --

**Zip Code** - Optional

**What is your sexual orientation?** - Optional  
-- Select one --

**Legal Custodian (at enrollment)** - Optional  
-- Select Legal Custodian --

**Race** - Optional  
-- Select race --

**Ethnicity** - Optional  
-- Select ethnicity --

Back Next

7. The following youth information should be entered in the **Enrollment** tab:

- Wraparound Start Date: **this is a required field**. Enter the date the youth and family were accepted through the Wrap Review Committee.
- Referral Source: select from the drop-down list.
- Referral Reason
- Referral Date: Enter the date on the Wraparound Referral Form.
- Age at Enrollment: **this is a required field**.

Enrollment

Basic Information | Demographic Information | Enrollment | Discharge | Contact Information

**Test Test**  
Wrap ID: 1234TEST  
Site: DEMO - Trillium (Direction Service)

**Wraparound Start Date** \*  
Pick date

**Referral Source** - Optional  
-- Select referral source --

**Referral Reason** - Optional

**Referral Date** - Optional  
Pick a date

**Age at Enrollment** \*

**System Involvement** - Optional

**Previous or current juvenile justice involvement** - Optional  
 Yes  No  Don't Know

**History of expulsion/suspension from school** - Optional  
 Yes  No  Don't Know

**History of in-patient hospitalization or residential treatment for mental health reasons** - Optional  
 Yes  No  Don't Know

**History of emergency room visits for mental health reasons** - Optional  
 Yes  No  Don't Know

**Previous or current child welfare involvement** - Optional  
 Yes  No  Don't Know

**Number of runaways** - Optional

Back Next

- f. System Involvement (this entire section is optional). Programs do not need to use this section unless they really want to. If you decide to use it, please think about why you want to track this data and how you plan to use it:
    - i. Previous or current juvenile justice involvement
    - ii. History of expulsion/suspension from school
    - iii. History of in-patient hospitalization or residential treatment for mental health reasons
    - iv. History of emergency room visits for mental health reasons
    - v. Previous or current child welfare involvement
    - vi. Number of runaways
  - g. Click the green **Next** button at the bottom right to move to the next section.
8. Users should skip the **Discharge** tab when creating new youth records. Click the green **Next** button at the bottom right to move to the next section.

9. Data entered in the **Contact Information** tab will be used for data collection of the WFI-EZ.

- a. Caregiver/Parent Contact Info.:  
Only one Caregiver can be entered into WrapStat. The Caregiver entered here will be the one who received the WFI-EZ invite via email or text message.
  - i. Name
  - ii. Preferred Language (this field determines whether they received the English or Spanish version of the WFI-EZ.)
  - iii. Phone: if your program plans on using the text feature to

The screenshot shows the 'Enrollment' form in WrapStat. The form is titled 'Enrollment' and has a purple header with 'Test Test' and 'Wrap ID: 1234TEST'. Below the header are five tabs: 'Basic Information', 'Demographic Information', 'Enrollment', 'Discharge', and 'Contact Information'. The 'Enrollment' tab is active. The form contains several fields: 'Wraparound Start Date' (date picker), 'Referral Source' (dropdown menu), 'Referral Reason' (text area), 'Referral Date' (date picker), 'Age at Enrollment' (text field), and 'System Involvement' (checkboxes for 'Previous or current juvenile justice involvement', 'History of expulsion/suspension from school', 'History of in-patient hospitalization or residential treatment for mental health reasons', 'History of emergency room visits for mental health reasons', and 'Previous or current child welfare involvement'). There is also a 'Number of runaways' field. At the bottom, there are 'Back' and 'Next' buttons.

- send out WFI-EZ links, make sure that the number entered here is for a cell phone that can receive text messages.
- iv. Email address: this email will be used to send the WFI-EZ link to Caregivers.
  - v. Mailing address, City, State, Zip Code
- b. Youth Contact Info. Click the blue **Same as Caregiver** button if the youth lives in the same location as their Caregiver. If the youth lives in a separate location from the Caregiver, complete the following fields.
- i. Phone: if your program plans on using the text feature to send out WFI-EZ links, make sure that the number entered here is for a cell phone that can receive text messages.
  - ii. Email address: this email will be used to send the WFI-EZ link to Caregivers.
  - iii. Mailing address, City, State, Zip Code
- c. Team Member Contact Info. Only one Team Member can be entered into WrapStat. The Team Member entered here will be the one who received the WFI-EZ invite via email or text message.
- i. Name
  - ii. Preferred Language (this field determines whether they received the English or Spanish version of the WFI-EZ.)
  - iii. Phone: if your program plans on using the text feature to send out WFI-EZ links, make sure that the number entered here is for a cell phone that can receive text messages.
  - iv. Email address: this email will be used to send the WFI-EZ link to Team Members.
  - v. Mailing address, City, State, Zip Code
  - vi. Relationship to Youth: select relationship from the drop-down list.
- d. Click the green **Submit** button at the bottom right to save the youth record.